

D R A F T

PERSONNEL DIRECTOR MEMORANDUM NUMBER -52

SUBJECT: REVISED PERSONNEL PROCEDURE

1. The purpose of this memorandum is to establish an improved method through which receipt of copies of personnel actions from Personnel Division (Overt) and Personnel Division (Covert) by Machine Records Branch, Administrative Services will be assured, and which will prevent the appearance of any discrepancies in reports and records kept by the Personnel Office and those submitted by the Machine Records Branch. This procedure is also expected to provide data for certain records which are maintained by the Personnel Office.

a. Copies of Standard Form 50 and Form 37-1 will be prepared upon receipt of proper authorization and distribution will be made immediately.

b. The T&R Branches will prepare in triplicate a daily transmittal list which will contain, broken down by the type of action, the name of the individual, the effective date, and the total number of each type of action. These lists will be numbered; T&R (Overt) will use odd numbers for job lists beginning with the number one and prefixing numbers with the letter N, and T&R (Covert) will use even numbers beginning with the number two and prefixing the numbers with the letter L. Two copies of the list will accompany the copies of Standard Form 50 and Form 37-1 which are submitted each day to Machine Records Branch. One copy will be retained by Machine Records Branch and the other will be received and returned to the appropriate T&R Branch. In making up the list T&R (Covert) should distinguish between vouchered and unvouchered cases.

c. The third copy of the list will be held by the T&R Branch until the received copy has been returned from Machine Records Branch, whereupon it will be forwarded to Personnel Studies and Procedures Staff.

d. No specific form is prescribed for this purpose; however, a proposed format is illustrated in Appendix A. If this format proves satisfactory after a sufficient trial period it will be reproduced in permanent form.

2. Transactions and Records Branch of Personnel Division (O) and Personnel Division (C) will maintain a file of the chronological copies of Standard Form 50 on a monthly basis. Personnel Division (C) will also keep a file of Forms 37-1 on a monthly basis. These files will be broken down within each monthly period according to the type of action (e.g. appointments, promotions, reassessments, transfers, separations, etc.).



STATINTL

Acting Personnel Director

PERSONNEL ACTIONS TRANSMITTAL LIST

<u>Name</u>	<u>Effective Date</u>	<u>Total</u>
Appointments - Vouchered		
1. Mary Smith	1/3/52	
2. Edward J. Jones	1/3/52	
3. - - - - -	- - -	
4. - - - - -	- - -	4
Appointments - Unvouchered		
1. Susie B. Ott	12/28/52	
2.		
3.		
Promotions - Vouchered		